

## Authorisation Form

Company Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

Service Required:

(Please tick applicable)

- Safety and Compliance Racking Audit \*
- Engineering Report
- Warehouse Design / Redesign
- AirSpace Platform or Raised Storage Area Designs

I, the under-signed, am authorised to commission Racking Audits Australia Pty Ltd for the above:  
I understand that Racking Audits Australia will be invoicing for the hours on-site as well as hours taken in compiling the written report, and that this is a binding contract.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Terms:

- Hourly Rate: \$175 (plus GST).
- Visits outside Melbourne Metropolitan area travel fee additional \$75 ph (plus GST) \* Plus expenses Interstate /O.S
- Payment due on receipt of invoice.
- Report forwarded on receipt of payment, together with quotes for rectification, layouts, designs & drawings

*\* The minimum fee for a Safety & Compliance Audit is \$560 plus GST.*

*All other reports or designs are on an hourly rate. Full day rates can be arranged if necessary.*

### **Safety and Compliance Racking Audit.**

These Audits usually comprise of a written report with two sections:

1. Rack specifications list & load ratings for each rack
2. Damage and non-compliance list detailing:
  - a) The exact problem, the location of each problem and the steps required to rectify the problem.  
This list is colour coded so that each problem can be categorised into four groups depending on the severity or hazard risk factor of the problem
    - i. Red category - immediate action
    - ii. Orange category - do not use until rectified
    - iii. Blue category - routine problem
    - iv. Green category - recommendation only
  - b) Inspection date & repair date column for use when problems are being rectified.

On satisfactory completion of repairs a Certificate of Compliance will be issued.

2a: This section can be given to the manufacturer/repairer so that they may quote on the problems that need addressing, alternatively, Racking Audits Australia can quote for these repairs/modifications for you.

2b: If this is the first visit a Rack location (plan view) drawing will also be included. This can also be given to your choice of repairer to aid in the rectification process.

## **Engineering Reports.**

Once commissioned the inspection findings, conclusions and recommendations are drawn up into a report.

The time taken for this is costed on an hourly rate of \$175.00 plus GST.

Once the Report is finalised and the cost calculated an invoice is issued. On receipt of this payment the Engineering report will be forwarded to you.

## **Warehouse Design / Redesign.**

Once commissioned the designs are drawn & a formal quotation is submitted. Designs can be changed and altered so that the client is happy with the design and sure that it will meet his or her requirements. A report showing the extent of increases in space & time efficiencies is also completed.

The time taken for this is costed on an hourly rate of \$175.00 plus GST.

Once the Design is finalised and the cost calculated an invoice is issued. On receipt of this payment the Designs and report will be forwarded to you.

## **AirSpace Platform or Raised Storage Area Designs.**

Once commissioned the designs are drawn & a formal quotation is submitted. Designs can be changed and altered so that the client is happy with the design and sure that it will meet his or her requirements.

Platform designs are costed on an hourly rate of \$175.00 plus GST. A standard Platform design takes approximately 5 hours (this is the actual design & drawing times and does not include the time to compile the formal written quote – which is free of charge).

Each design must be paid in full before receiving, as do subsequent amendments.

Once the design is completed, and an official order is placed for the supply of the platform (and/or delivery and installation) then the amount of the total design charge is subtracted from the actual platform price.